

**BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER**

**ARPC INSTRUCTION 36-2604
13 NOVEMBER 2001**



Personnel

**CENTRAL MANAGER INDIVIDUAL
RESERVE QUALITY REVIEW PANELS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ ARPC/XPX
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This instruction standardizes the processes that Headquarters Air Reserve Personnel Center (HQ ARPC) central managers (CM), i.e., Directorate of Chaplain Individual Reserve Programs (HC), Staff Judge Advocate (JA), and Directorate of Health Services Individual Reserve Programs (SG), use in determining quality review standards. These quality review panels are used as an administrative tool to identify Individual Mobilization Augmentees (IMAs) and participating Individual Ready Reservists (PIRR) best qualified for: reassignment to higher graded positions (enlisted only), selection for special duties, and retention in their current position. It is the policy of the HQ ARPC Commander (CC) that these quality review panels provide fair and impartial consideration of the individuals concerned. Submit all changes to this manual through the Directorate of Plans (XP).

SUMMARY OF REVISIONS

This revision adds guidance for the central manager to request waivers for panel members in paragraph 1.4.

★1. Quality Review Panel Process. CC will request that each CM determine the qualifications of IMA or PIRR members in their programs for possible panel review. Each CM administratively verifies members have been assigned to an IMA position or to a centrally managed Air Reserve Squadron for the previous 12 consecutive months.

★1.1. Setting Time and Location. After coordinating with other HQ ARPC offices of primary responsibility (OPRs), the appropriate CM establishes the eligibility cut-off date, and the dates and location for the quality review panel. The CM must consider the availability of appropriate records, support personnel, and ARPC meeting locations when establishing the

dates of the panel. Annually, eligibility cut-off dates are as follows: JA (1 May), HC (1 Jun), and SG (31 Jan).

★1.2. Letter of Notification. The CM sends a letter at least 60 days prior to the convening dates and purpose of the panel.

★1.2.1. The CM will include a record review Report of Individual Personnel (RIP) with the letter of notification for data verification. The member is provided an opportunity to correct any errors or omissions of the RIP through the appropriate OPR prior to the eligibility cut-off date.

★1.2.2. Enlisted members only. If a current evaluation (Enlisted Performance Report) closing out less than 6 months before the panel cut-off date is not available, the CM will request the active duty supervisor to prepare an ARPC Form 67, **Reservist Performance Review**. The supervisor will complete and sign the form, and have the individual acknowledge receipt by signature in the space provided. The original form will be forwarded to the CM for inclusion in the record for the quality review panel's consideration. The supervisor will maintain a copy of this form in the member's participation folder at the unit of attachment for consideration in the preparation of the next enlisted performance report, at which time it will be destroyed.

1.2.3. The member will have the opportunity to submit a one-page letter to the president of the quality review panel to address any relevant issues.

★1.3. Panel Membership. The number of records to be reviewed per grade determines the number of panels required. Each panel will consist of the panel president, between 3 and 5 members, the advisor, and the recorder. Each CM ensures there is appropriate racial, ethnic, and gender representation on all panels, as reflected in the mix of records to be considered. Reservists (on extended active duty (EAD) and non-EAD) will comprise at least half the membership of quality review panels. Panel members will be senior in grade to the individuals being reviewed by the panel. The only exception is that specially selected colonels may act as a panel member in reviewing the records of colonels if there are an insufficient number of general officers. The majority of the panel members, when practical, will be from the same career field as those of the records being reviewed. Individuals being considered will not be panel members. The panel president is the most senior in grade or position present at the proceedings, other than the advisor or recorder. The panel advisor will be knowledgeable of the CM program and the career field being reviewed.

★1.4. Letter of Appointment. The appropriate CM nominates individuals who will serve as panel president, members, panel advisor, and recorder. Once the date for the panel is set, the CM prepares a staff summary sheet and letter appointing the president, members, advisor, and recorder. Included are requests for any necessary waivers for panel membership. CC approves and signs the letter of appointment.

★1.5. Request for Computer Products. All computer products that are a part of the record being reviewed should be no older than 60 days.

★1.6. Request for Records. Once the CM has identified members eligible to meet the panel, they notify the OPR maintaining the records by providing them with a listing of names and social security numbers. The record-keeping OPR or CM pulls the required records. The CM then identifies deficiencies in the records and makes the appropriate corrections before the panel convenes. The record-keeping OPR or CM returns the records to file after the panel has completed its work.

★2. **Conducting the Quality Review Panel.** Each individual's record will include the member's personnel record, a personnel data brief, points history, ARPC Form 67 (if required), and a personal letter from the member (if submitted). Records will be sorted by grade. To ensure consistency in scoring, only one panel will score all records of one grade and competitive category at a time before moving on to another grade and competitive category. The panel members vote on a scale of 6.0 to 10.0 (6.0 being the lowest and 10.0 being the highest.) Half-point increments (.5) are allowed. A split vote occurs when there is a difference of 2.0 points or greater among two or more panel members' scores on a four or five member panel, and a difference of 1.5 points or greater on a three member panel.

2.1 Responsibility of the Recorder. The recorder for each panel ensures that each panel member reviews each record for that panel. The recorder tallies the scores of each record and informs the president of any splits or ties that occur. After compiling the scores of all the records and ensuring the resolution of all splits, the recorder prepares a list in merit order for the panel president to review.

2.2. Responsibility of the Panel Members. Panel members score the records using the "whole-person" concept to evaluate each individual's relative potential. This requires a careful assessment of such factors as professional competence, job performance, leadership, breadth of experience, job responsibility, academic and professional military education, participation, and specific achievements. Panel members cannot see how another panel member scored an individual record, except under the conditions of a split or tie.

★2.3. Responsibilities of the Panel President. The panel president is a non-voting member and reviews all records to ensure accuracy, consistency, and fairness in scoring. The president will be involved in any and all discussions between panel members about any individual record. The president participates in discussion with the panel members to resolve all splits and ties. The panel president ensures all panel members have signed the quality review proceedings. The panel president reviews and signs the final merit order listing and breaks all tie groups.

2.4. Responsibilities of the Panel Advisor. The panel advisor answers any questions regarding the records under review. If necessary, the advisor will obtain the answer required from the OPR and relay the information to the panel.

★3. **Disposition of Panel Results.** The appropriate CM prepares the proceedings and final merit order listing of the panel results. The commander or the official delegated the responsibility signs the transmittal letter of results. The CMs will remove all letters and other documents inserted into the official record for the quality review panel and return the official record to the record-keeping OPR or CM for filing. Destroy panel related documents 1 year after the close of the panel, or when no longer needed, whichever is later.

★4. **Appeal Process.** If a member wishes to appeal actions directly resulting from the quality review panel process (e.g., selection for special duties and command attachments), the member must submit the appeal within 1 year of the panel's decision. The member must forward the appeal to the appropriate CM. The CM will determine the appropriateness of the appeal. If the appeal has merit, the CM will schedule a specially convened appeal panel for consideration. Approval of the appeal panel recommendation will follow the same process described in the disposition of panel results above. Non-selection for promotion and reassignment may be initiated from the panel process. However, they are administrative actions separate from the quality review panel process and appeal procedures must follow in accordance with their appropriate Air Force directives (e.g. AFI 36-2502, *Airman Promotion Program*, and AFI 36-2115, *Assignments Within the Reserve Components*).

★5. **Forms Prescribed.** ARPC Form 67.

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